

No.D-13015/02/2014-Genl.  
Government of India  
Ministry of Drinking Water & Sanitation

8<sup>th</sup> Floor, Paryavaran Bhavan,  
CGO Complex, Lodhi Road,  
New Delhi - 110 003.  
Dated: the 25<sup>th</sup> April, 2014

To

All Interested Agencies/Printers

**Subject: Tender Notice for printing of Annual Report 2013-2014 of Ministry of Drinking Water & Sanitation.**

Sir,

I am directed to state that the Ministry of Drinking Water & Sanitation intends to invite sealed tenders for printing its Annual Report 2013-14. Interested bidders who can operate from Delhi and have experience of printing/perfect binding of Reports/Documents of the Ministries/Departments of Government of India/multilateral agencies etc. and are empanelled Offset Printers empanelled with Directorate of Printing (DOP), Ministry of Urban Development, Government of India or Directorate of Audio Visual Publicity (DAVP), Ministry of Information and Broadcasting, Government of India including printer of any Central Government Ministries/Departments for printing jobs may submit their quotation in sealed covers in the form specified at Annexure-I & II.

2. The Quotation along with an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousands only) in the form of a Bank Draft/Demand Draft in favour of PAO, Ministry of Drinking Water & Sanitation, Paryavaran Bhavan, New Delhi, in sealed cover may be submitted to the Under Secretary (Admn), Ministry of Drinking Water & Sanitation, CGO Complex, New Delhi. The rate quoted should be inclusive of all taxes. The sealed cover should be super-scribed "Quotation for Annual Report 2013-2014 of the Ministry of Drinking Water & Sanitation. The date and time to receive the aforesaid sealed cover is as under:

Days to receive the sealed cover	Timing
All working days From 28-04-2014 to 04-05-2014	10.00 AM to 5.00 PM
On 05-05-2014	Upto 3.00 PM

3. The sealed covers containing bids will be opened on the last date i.e. 05-05-2014 at 3.30 PM in Room of Deputy Secretary(Admn.). Interested bidders may like to be present themselves or depute their representative (not more than one person) to be present at the time of opening the bids. There will be a pre bid meeting on 2<sup>nd</sup> May, 2014 at 11.30 AM in the chamber of DS(Admn.) at 8<sup>th</sup> Floor, Paryavaran Bhavan, CGO Complex, New Delhi for inspection of the quality of material and print (sample) proposed for printing.

4. The tasks are as follows:

"Design & Printing and Perfect Binding of 3200 (1200 in Hindi and 2000 in English) annual Report 2013-2014 of the Ministry from a ready to print CD".

5. The successful bidder would be required to submit Bank Draft/Pay order drawn in favour of 'PAO, Ministry of Drinking Water and Sanitation', for Rs.50,000/- (Rupees Fifty Thousand only) as a performance security, which would be returned back to bidder after satisfactory completion of work. The successful bidder would be provided "Ready to Print CD". Technical specifications of the work are as under:

i	Quantity	2000 English 1200 Hindi
ii	No. of pages	Approximately 140
iii	Finished Size	8.5" X 11"
iv	Paper	
	a) Cover	300 GSM imported Megnostar Art card with Mat Finish
	b) Text pages and separator	170 GSM imported Megnostar Art card with Mat Finish
v	Process of Productions	Offset Printing with multi-colour
vi	Binding	Perfect Binding
vii	Lamination	Matt lamination of Cover with provision for sport UV printing on cover
viii	Scope of work	To deliver all copies of Annual Report in one lot ( in bundles of 20 Reports each) at Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi after fixing up time and room number, at no additional cost on account of transportation to the Ministry or any place in Delhi within 07 days of supply order.

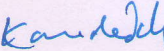
The printing of Annual Reports needs to be completed within 07 days from the date of supply of "Ready to Print CD/DVD".

*Handwritten signature*

6. Other conditions are as below:

- i) Bids would accompany earnest money in the form of Bank Draft/Pay order drawn in favour of "DDO, Ministry of Drinking Water and Sanitation", for Rs.10,000/- (Rupees Ten Thousand only). Bids without earnest money would be rejected outright. The earnest money of the successful bidders will be retained till submission of performance security .
- ii) The Ministry reserves the right to accept or reject any bid without assigning any reason.
- iii) All the copyrights of the publication will be with the Ministry of Drinking Water & Sanitation, Government of India. None of the contents will be revealed to any person not associated with the Report work, nor material in the Report in any form, will be shared by the successful bidder with anybody, without obtaining written consent of the Ministry of Drinking Water & Sanitation.
- iv) The unit rate worked out on the basis of the quotations will remain valid until 31<sup>st</sup> December, 2014 and would be applicable for reprinting, if necessary for a minimum print run of 200 copies.
- v) Rates should be quoted both in words and in figures and preferably typed. Any overwriting in rates may render the tender invalid.
- vi) In case of damage/errors in the Annual Report copies due to printing related reasons, the printer will be required to provide flawless copies without additional payments.
- vii) Payments are subject to satisfactory delivery of printed copies in accordance with prescribed specifications and any shortcomings would be liable for withholding/reduction of payment in part or full.

Yours faithfully,



(K. Narayana Reddy)

Under Secretary to the Government of India

Copy to:-

Technical Director, NIC, Ministry of Drinking Water & Sanitation, New Delhi with a request to host it on the website of Ministry of Drinking Water & Sanitation and also on the designated website for e-tendering as per the latest GOI policy directive.

## PARTICULARS OF FIRM

1.	Firm's Details		
	a)	Name of the firm	
	b)	Address	
	c)	Telephone No.	
	d)	Mobile No.	
	e)	Email Address	
	f)	Type of firm (Propriety/Private/Private Ltd./MNC/Co-operative/Govt. Undertaking)	
	g)	Empanelment with DAVP or Dte. of Printing (DOP) Ministry of Urban Development, Government of India or Directorate of Audio Visual Publicity (DAVP), Ministry of Information and Broadcasting, Government of India including printer of any Central Government Ministries/Departments for printing jobs	
h)	Annual turnover	2011-2012: 2012-2013: 2013-2014:	
2.	The agency/printer desirous of handling this job should be having advanced technology with complete set-up of composing, processing, printing, cutting, binding units under one roof with the potential to carry out high class designing of layout printing etc.		Printing and all related work
3	Has the firm ever been debarred blacklisted by and Organisation? If 'yes' the details thereof		
4	Details of Award/Certificate of Merit etc. received from any Organisation. {Please attach copy of certificate(s)}		
5	Earnest money details bank draft:		
	i)	DD/Bank draft no. and date for Rs.10,000/-	
	ii)	Name of drawee	
	iii)	Name of the Bank	
6	PAN Number		
7	TIN Number		

The terms and conditions of the tender are acceptable to me/us.

Authorized Signatory  
(With full name and designation)  
Seal:

*Kan Reddy*

Subject: Price Bid Document Printing and Binding of Annual Report 2013-2014 of Ministry of Drinking Water & Sanitation.

Bidder's Name:

Telephone:

Address:

Sl. No.	Particular of Jobs	Qty.	Amount in Rupees (inclusive of all taxes and VAT)	
			Figures	Words
1	Design, Printing and Perfect Binding of Annual Reports of following specification a) <u>Finished size:</u> 8.5" x 11" (offset printing) b) <u>Paper</u> i) Cover 300 GSM imported (Megnostar) art card (Mat Finish) ii) Text Pages and separator 170 GSM imported (Megnostar) art card (Mat Finish) c) <u>No. of Pages:</u> 140 (Approx.) d) <u>Binding</u> Perfect Binding e) <u>Lamination:</u> Matt lamination of Cover	2000 (English)	Rs.	Rupees
		1200 (Hindi)	Rs.	Rupees
		<b>Total:</b>	Rs.	Rupees
2	Rate of Addition (+) Reduction (-) of 4 (Four) pages	English	Rs.	Rupees
		Hindi	Rs.	Rupees

- i) All rates quoted should be inclusive of all taxes (excluding delivery charges as the documents are to be delivered at any place within Delhi or at Paryavaran Bhavan, New Delhi free of cost by the printer.
- ii) The firm will be expected to keep complete inputs/processing material upto 31<sup>st</sup> December, 2014 for possible re-prints.
- iii) All fields are mandatory and rates should be quoted as instructed.

Authorized Signatory  
(With full name and designation)  
Seal:

*Kandola*